



BUS SUBSIDY FORM

Smith College Museum of Art

Our Bus Subsidy Policy

We are happy to be able to offer bus subsidies to defray your school group's transportation costs. Bus subsidies are available to any school for up to **\$150** per visit for up to **four** visits per school year. Subsidies should be requested when making tour reservations for your group. Subsidies are granted on a first come, first served basis, so we encourage teachers to schedule their visits as early as possible.

Read the instructions carefully, then fill out this form and send it along with the other necessary paperwork (bus invoice and tax ID information) to:

Smith College Museum of Art
Ed. Dept: Bus Subsidy
Elm Street at Bedford Terrace
Northampton, MA 01063

Teacher Name: _____

Full School Name: _____

School Phone Number: _____ Date and time of visit: _____

Bus Company: _____

Institution / Individual (Payee) to be reimbursed: _____

Payee's Address: _____

Payee's Tax ID: _____

Certificate of Exemption / W-9 form included: Yes No On File*

*SCMA may already have your information on file if we've processed your subsidy in the past.

(Remember, if we are reimbursing a school or school organization such as a PTO, do not forget to include a "certificate of exemption" or have an authorized person complete the W-9 form found on the back of this sheet).